

SUBJECT	ISSUED BY	EFFECTIVE DATE
DEVELOPMENT POLICY	CITY COUNCIL	February 7, 2005

**POLICY STATEMENT:**

This policy is established to help guide citizens, developers, staff, and the City Council in the orderly development of the City of Burlingame. This policy describes the methods and some standards to be used in the construction of new infrastructure to be maintained by the City.

This document is to be used as a general guide only when considering the payment for infrastructure in new subdivisions. The council reserves the right to negotiate with each individual developer regarding the payment for infrastructure in new developments.

**PROCEDURE:**

## 1. Natural Gas Lines:

- a. All gas distribution lines shall be installed below ground, according to the City of Burlingame specifications.
- b. Developments with no alleys shall follow the guidelines presented in this section. An easement of ten (10) feet on each side of all streets, running parallel to the street, shall be required. Additional easements may be necessary for looping of gas lines. Said easement shall be used for gas installations, but may be used by other City or franchised utilities. Gas meters shall be installed at the house. The side of the house to be used shall be determined by the City Superintendent.
- c. Developments with alleys shall follow the guidelines presented in this section. The gas service to the house shall be installed underground with gas meters being placed by the house.

## 2. Electric Lines:

- a. All electrical distribution lines less than or equal to 34,500 volts, excepting substation tie lines, shall be installed below ground, according to the City of Burlingame specifications.
- b. Developments with no alleys shall follow the guidelines presented in this section. An easement of ten (10) feet on each side of all streets, running parallel to the street, shall be required. Additional easements may be necessary for looping of electric lines. Said easement shall be used for

electric installations, but may be used by other City or franchised utilities. Electric meters shall be installed at the house. The side of the house to be used shall be determined by the City Superintendent.

- c. Developments with alleys shall follow the guidelines presented in this section. Underground electrical service may require ten (10) foot by ten (10) foot easements being placed in some lots for transformer placement. The electric service to the house shall be installed underground with electric meters being placed on the house. Easements five (5) feet wide may be required occasionally to provide a route for street light wires.

### 3. Sanitary Sewer Lines:

- a. The developer will be required to pay for one hundred (100) percent of the costs for the installation of all eight (8) inch sanitary sewer lines. If the City requires a line larger than eight (8) inches, the City will pay the difference in cost between the larger line and an eight (8) inch line.

At the discretion of the City Council, the City will pay one hundred (100) percent of the cost for installation of major sanitary sewer trunk lines.

- b. All manholes and sanitary sewer lines shall be placed in existing or potential street or alley rights-of-way. The only exception to this is that if the developer wants to place sanitary sewer lines in easements, the developer must request approval from the City Council. The maximum distance between manholes shall be five hundred (500) feet. (See Procedure 12 for Backfill Requirements)
- c. When sewer lines are placed in the street or alley right-of-way, service laterals (taps) to lots shall be installed prior to the final surfacing of the street or alley. Service laterals shall be installed at the time of installation for all lots and shall extend a minimum of five (5) feet beyond all rights-of-way and/or utility easements into the lots.
- d. Service laterals (risers) shall be installed to within ten (10) feet of the surface of the ground (See Procedure 12 for Backfill Requirements and the Service Lateral Detail in the Standard Details and Specifications for Public Works Construction Projects.)
- e. The City Administrator or his/her appointee shall review plans and specifications submitted by the developer, and make the final determination as to the location and sizing of sewer lines, and shall approve sanitary sewer line piping material.
- f. All sewer lines shall end at a manhole.

- g. Other requirements for the installation of sewer lines beyond those listed above will be specified by the City Administrator and/or the City Superintendent.

#### 4. Water Lines

The developer will be required to pay for one hundred (100) percent of the costs for the installation of all eight (8) inch water lines. If the City requires a line larger than eight (8) inches, the City will pay the difference in cost between the larger line and an eight (8) inch line.

At the discretion of the City Council, the City will pay one hundred (100) percent of the cost for installation of major water distribution trunk lines.

- a. All water lines shall be placed in existing or potential street rights-of-way. Water lines shall not be placed in easements. (See Procedure 12 for Backfill Requirements)
- b. The City Superintendent shall make the final determination as to the location and sizing of water lines. By mutual agreement of the developer and the City Superintendent, water service taps, meter setters, and service lines shall be installed in conjunction with street, storm sewer, sanitary sewer and water improvements. When installed, water service lines shall extend a minimum of five (5) feet beyond all rights-of-way and/or utility easements into the lots.
- c. All water line piping shall be C-900 PVC, unless the City Superintendent approves other materials.
- d. Developers shall be required to loop water lines within a development, as specified by the City Superintendent.
- e. Six (6) inch water lines may be allowed in cul-de-sacs and other dead-end runs after the last fire hydrant when no potential for future expansion exists. Use of six (6) inch lines will be approved or denied by the City Superintendent in the review process.
- f. Other requirements for the installation of water lines beyond those listed above will be specified by the City Superintendent.

#### 5. Alleys and Utility Easements:

##### a. Alleys

Where alleys are platted, all franchised or public utilities, with the exception of storm sewer and water lines, are to be installed in the alleys. As part of the development improvements, alleys shall be graded for proper drainage and paved with rock (4" of compacted native limestone or other approved

material). Grading plans and materials shall be approved by the City Superintendent. The developer and city will share the cost equally for construction of the rock alley. The developer may include his/her cost in the special assessment, if so created. Service laterals (taps) to lots shall be installed prior to the final surfacing of the alley.

In subdivisions where alleys are not platted, all water and sewer utilities shall be placed in the street right-of-way and gas, electric, and franchised utilities shall be placed in a ten (10) foot easement on each side of the street right-of-way. Service lines and crossings of franchised utilities shall be allowed in street right-of-way as required and shall be installed.

b. Utility Easements

When permanent utility easements are required, they must not be obstructed by any structure or object. The normal width for utility easements is twenty (20) feet.

6. Streets, Curb and Gutter and Sidewalks:

a. Streets

i. The developer shall pay for 100% of residential, industrial, and commercial street construction costs including curb and gutter. The City will pay the cost of any over sizing requirements, i.e. collector or arterial streets where paving greater than thirty-three (33) feet in width and in excess of six (6) inches in depth.

ii. The following right-of-way requirements shall apply to all new development:

Alleys	25 feet
Residential streets	60 feet
Collector streets	100 feet
Arterial streets	100 feet

iii. The following street width requirements shall apply to all new development and shall be measured from back-of-curb to back-of-curb.

**Residential streets** – shall be thirty-three (33) feet in width, allowing for 2 fourteen (14) foot-driving lanes, and curb and gutter. Parking will be allowed on both sides of the street. The width may be increased with approval of the City Council.

**Collector streets** – shall be twenty-nine (29) feet in width, allowing for 2 twelve (12) foot driving lanes and curb and gutter. No parking will be allowed on either side of the street.

**Arterial streets** – shall be forty-three (43) feet in width, allowing for 2 twelve (12) foot driving lanes, 1 fourteen (14) foot center turn lane and curb and gutter. No parking will be allowed on either side of the street.

- iv. The City of Burlingame requires a Soils Investigation Report prior to any new street being designed. Based on the soils report, the engineer will design the street calling out the proper specifications for street construction materials. If soil stabilization is required, City of Burlingame or Kansas Department of Transportation (KDOT) standards will be used for approved stabilization materials. The developer is responsible for the cost of the Soils Investigation Report.

All streets in new developments shall be constructed to the following minimum specifications:

Residential	6" non-reinforced concrete, or 6" asphalt with a 4" rock base
Collector	7" non-reinforced dowelled joint concrete, or 7" asphalt with a 4" rock base
Arterial	9" non-reinforced dowelled joint concrete

- v. Construction specifications shall be in accordance with the City of Burlingame Standard Details and Specifications for Public Works Construction Projects.
- vi. Pavement markings where warranted shall be installed during initial construction and shall be paid for by the developer.

b. Curb and Gutters:

- i. The developer shall pay for the construction of curb and gutters in new developments as part of the street construction.
- ii. In areas zoned industrial and commercial, and along collector and arterial streets, standard barrier curbs shall be installed. In areas zoned residential, layback curbs shall be installed in accordance with the City of Burlingame Standard Detail and Specifications for Public Works Construction Projects.

c. Sidewalks:

Sidewalks are required in all new developments. In residential subdivisions, sidewalks may be installed as houses are constructed within the development. On arterial and collector streets setback sidewalks shall be at least five (5) feet in width. In residential areas, setback sidewalks at least four (4) feet wide shall be installed.

7. Street Lights:

Street lighting for vehicular traffic safety will be installed at intersections, around curves and in other hazard areas, as determined by the City Superintendent, and will be paid for by the City. The developer shall pay for any additional lighting. Street lighting approved by the City will be on wooden poles. Other types of poles (metal, decorative, etc.) may be installed at the developer's expense, with the approval of the City Superintendent. The City Superintendent must approve all street lighting plans and installations.

8. Storm Sewers/Storm Water Management:

- a. The intent of this section is to require developers either to pay or finance through special assessments (Section 11, Option 2) the placement of storm sewer improvements that are needed to accommodate storm water runoff generated by a five (5) year storm in the area to be developed. Storm water improvements that are needed to transport storm water once deposited off the property, as well as any improvements to mitigate the effects of storm water on downstream users (i.e. additional storm water retainage or detainage, over sizing storm water pipes, etc.) will be evaluated and may be cost shared between the city and the developer. Storm sewer mains may be paid one hundred (100) percent by the city-at-large under K.S.A. 12-619, if it is determined by the City Council that the benefit is to the community in general and not specifically to meet the sole needs of the proposed development.
- b. Storm drainage plans shall be established in conjunction with the Platting and Subdivision process. The developer shall submit a Storm Water Management Plan for the development to the City Superintendent for approval at the time of final platting. The Storm Water Management Plan must be approved prior to any permits being issued. In the event the original property changes ownership, the current owner retains responsibility for storm water management.
- c. The City Superintendent shall review plans and specifications submitted by the developer, and make the final determination as to the location and sizing of storm sewer lines, and shall approve storm sewer line piping material.

9. Fire Protection Requirements:

- a. Fire Department Access

Roads for fire truck access, water mains and fire hydrants are to be installed and operational during construction.

Buildings that are set back more than one hundred fifty (150) feet from city streets are required to have private fire lanes.

b. Water Supplies for Firefighting

All fire hydrants are to be installed in accordance with city requirements and shall be paid for by the developer. Two-way fire hydrants are not permitted. The placement of fire hydrants is to be as specified by the City.

Fire Hydrants and other appurtenances shall be according to the City of Burlingame Standard Details and Specifications for Public Works Construction Projects.

10. Special Assessment:

The City, at its discretion, will permit developers to finance improvements through special assessments in one of the following ways: NOTE: Engineering services to be a part of the special assessment costs associated with a project shall be performed by an engineer acceptable to the City.

OPTION 1

- a. The City will allow developers to finance one hundred (100) percent of the cost of construction of streets and curbs and gutters through special assessments as provided by K.S.A. 12-6a01, et. seq. These special assessments shall be for a ten (10) year period.
- b. Developers will not be allowed to use special assessments to finance the installation of water, sewer lines, storm water, gas lines, electric lines, or street lighting.

OPTION 2

- a. The City will allow developers to use special assessment to finance the installation of streets, curb and gutter, water lines, sanitary sewer lines, gas lines, electric lines, and storm sewer lines. The developer shall be required to pay, with cash or irrevocable letter of credit, thirty (30) percent of the total specially assessed cost of the improvements less the City-at-large contributions provided for elsewhere within this development policy, into an escrow account prior to the start of the project. The remaining seventy (70) percent of the cost shall be assessed to the property owners through special assessments payable over fifteen (15) years or less.

11. Underground Utilities:

a. Cable TV

- i. All cable TV distribution lines shall be installed below ground according to cable TV specifications.
- ii. Developments with no alleys shall follow the guidelines presented in this section. An easement of ten (10) feet on each side of all streets, running parallel to the street, shall be required. Additional easements may be necessary for looping of utilities. Said easement shall be used for utility installation. Contact the utility companies for aid in providing for the utility equipment locations.
- iii. Development with alleys shall follow the guidelines presented in this section. Buried cables will be placed at the edge of the travel way. Pedestals will be placed at property lines.
- iv. Permanent utility easements that are required shall not be obstructed by any structure or objects on or over the easement.

b. Telephone

- i. All telephone distribution lines shall be installed below ground according to telephone company specifications.
- ii. Developments with no alleys shall follow the guidelines presented in this section. An easement of ten (10) feet on each side of all streets, running parallel to the street, shall be required. Additional easements may be necessary for looping of utilities. Said easement shall be used for utility installation and may utilize a common trench for all utilities. Contact the utility companies for aid in providing for the utility equipment locations.
- iii. Development with alleys shall follow the guidelines presented in this section. Buried cables will be placed at the edge of the travel way. Pedestals will be placed at property lines.
- iv. Permanent utility easements that are required shall not be obstructed by any structure or objects on or over the easement.

12. Backfill Requirements for all trenched utility lines.

a. When installing utility lines within the street or alley right-of-way:

- i. Ninety-five (95) percent compaction of backfill is required if tamped backfill is used.



- ii. The contractor shall certify (if special assessment of said improvement is being used to pay for such improvements) that ninety-five (95) percent compaction has been achieved.
  - iii. If special assessment is not used to pay for the improvement or the utility improvement is performed by utility company forces, the developer or owner of said utility shall certify that ninety-five (95) percent compaction has been achieved.
  - iv. Results of tests performed shall be submitted to the City of Burlingame Public Works Department, indicating that ninety-five (95) percent compaction has been achieved.
- b. When installing utility lines that are not within the street or alley right-of-way but in an open field area, ninety (90) percent compaction shall be achieved. No certification is required, verification will be provided, via engineering contract inspections. In instances where boring is performed in place of trenching to install utility lines, the backfilling requirements are not applicable except in the areas where excavation has taken place to construct boring and receiving pits. If flowable fill is used for the entire depth, it shall be accepted in place of the ninety-five (95) percent or ninety (90) percent compaction requirements, respectively. If settlement occurs, the City will not be responsible for repairs to private property, driveways, sidewalks, etc. Corrective action related to settlement on private property should be directed to the contractor hired to do the work. It is understood that, by the above requirements, the City has taken reasonable steps to safeguard the interests of both public and private improvements.

### 13. Annexation

- a. An individual or business located outside the city limits may submit a written application to the City Administrator asking for permission to connect a legally recorded lot or tract to a gas main, electric line, sanitary sewer line, or water main.
- b. The requesting individual or business must file a Petition for Annexation or agree to enter into an Annexation Agreement, which either annexes the property to be served with natural gas, electricity, sanitary sewer and/or water service immediately or provides for the point in time when annexation will take place. The Petition for Annexation or Annexation Agreement must be approved by the City Council.
- c. The requesting individual or business must agree to comply with all zoning regulations, subdivision regulations, building codes, building permits, building inspections, building and inspection fees now in force or as may be amended in the City of Burlingame for all improvements commenced after the adoption of the Annexation Agreement

If the property under consideration for an Annexation Agreement is not part of an approved and properly recorded Subdivision Plat, the application must be accompanied by proof of survey completed by a land surveyor licensed by the State of Kansas and must contain the following information or documents:

- i. Lot or tract dimensions and the relationship of the property to dedicated public right-of-way and the relationship of the property to two known Quarter Section Corners. Provided further that if the property in question is adjacent to a Quarter Section Corner, a monument must be set in accordance with the current City standards as part of the survey at the expense of the petitioner.
  - ii. Dimensions of all permanent structures located on the lot/tract and their relationship to property lines.
  - iii. The location of all public or private easements existing on the lot or tract.
  - iv. The relationship of the property to the recognized FEMA Flood Insurance Rate Map (FIRM) with the panel number and effective date of that panel.
  - v. Signature and registration number of the person completing the survey.
  - vi. Six (6) copies of the completed survey along with an electronic copy that is compatible with City software must accompany the application.
- d. The requesting individual or business must agree to participate in any Special Assessment District, which might be formed for the purpose of paving street, and/or extending public gas lines, electric lines, water mains or sanitary sewer lines to the property.
  - e. The above conditions, as well as any conditions, which might be imposed by the City Council at the time of application, shall apply to subsequent owners of the property for which the request is being made.
  - f. Gas, electric, water and sewer service charges, as provided through ordinance and as amended from time to time, shall be assessed against properties, that connect to the public utility infrastructure.
  - g. A non-refundable fee of \$200.00 shall be collected for the purpose of administering each application for connection.

Approved By:

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Ray Hovestadt, Mayor